



**DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)**


29 November 2002

MEMORANDUM FOR SQUADRON PERSONNEL

FROM: 367 RCS/CC
3990 E. Bijou St
Colorado Springs, CO 80909-6806

SUBJECT: Use of Personal Digital Assistant (PDA) Usage

1. With technological advances increasing the ways one can manage information, PDA usage is on the rise. PDA is a term for any small mobile hand-held device that provides computing and information storage and retrieval capabilities for personal or business use, often for keeping scheduling calendars and address book information handy. In addition, this option enables flexible record keeping when a laptop is not accessible, and the ability to upload various forms of information onto government computers for productivity and reference purposes.
2. Within the 367th RCS; however, because the majority of the software purchased for the PDA was through private sources (other than the Air Force), the Designating Approving Authority (DAA) for computer systems must coordinate and authorize all software to be loaded onto a government system to eliminate the potential for system compromise and information attack.
3. As the DAA for the 367th RCS, I am authorizing the use of PDA software on government systems under the condition that all users must first coordinate a request for software installation through the Systems Administrator. Without the Systems Administrators coordination, the software is deemed unauthorized and will be removed from the government system.
4. My POCs for this action are SSgt Holder and SSgt Bennett. They can be reached at 692-1263.


THOMAS Y. HEADEN, Lt Col, USAF
Commander